



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: August 19, 2025

DATE: July 30, 2025

TO: Board of County Commissioners

FROM: Ryan Hensley, Detention Operations Manager
(775) 325-6414; rhensley@washoecounty.gov

THROUGH: Darin Balaam, Sheriff

SUBJECT: Recommendation to acknowledge Receipt of Status Report of Commissary Fund set up per NRS 211.360 to be utilized for the welfare and benefit of the inmates for items such as counseling, chaplaincy services, vocational training, and certifications programs for inmates in the jail, submitted by the Washoe County Sheriff's Office Commissary Committee for the Third Quarter of Fiscal Year 2025. (All Commission Districts.)

SUMMARY

In accordance with NRS 211.360, this report is being submitted to the Board of County Commissioners and is intended to inform the Board of the status of the Commissary Fund and the activities during fiscal year 2025. Due to an oversight of the Detention Manager, this report was not provided timely.

NRS 211.360 allows the Sheriff to establish and operate in each jail in his jurisdiction a commissary to provide items to inmates. The proceeds from the operation of the commissary must be maintained in a separate account and any profits must be expended only for the welfare and benefit of the prisoners in the jail. NRS 211.360 also requires the Sheriff to submit reports of the records to Board of County Commissioners as required by the Board.

Washoe County Strategic Objective supported by this item: Fiscal Sustainability

PREVIOUS ACTION

On January 14, 2025 the Board acknowledged receipt of item 7.F.1, Status Report of Commissary Fund submitted by the Washoe County Sheriff's Office Commissary Committee for the Second Quarter of Fiscal Year 2025.

AGENDA ITEM # _____

On December 10, 2024 the Board acknowledged receipt of item 5.E.1, Updated and Corrected Status Report of Commissary Fund submitted by the Washoe County Sheriff's Office Commissary Committee for the Third and Fourth Quarters of Fiscal Year 2023, and the First Quarter of Fiscal Year 2024.

On December 10, 2024 the Board acknowledged receipt of item 5.E.2, Status Report of Commissary Fund submitted by the Washoe County Sheriff's Office Commissary Committee for the Second, Third and Fourth Quarters of Fiscal Year 2024

On June 18, 2024 the Board acknowledged receipt of item 8.I.1, Status Report of Commissary Fund submitted by the Washoe County Sheriff's Office Commissary Committee for First Quarter for Fiscal Year 2024

On May 14, 2024 the Board acknowledged receipt of item 8.F.2, Status Report of Commissary Fund submitted by the Washoe County Sheriff's Office Commissary Committee for Fourth Quarter for Fiscal Year 2023

BACKGROUND

On January 4, 1999, a Commissary Account was opened pursuant to NRS 211.360, which states in part: "1. The sheriff or chief of police of a city may establish and operate in each jail in his or her jurisdiction a commissary to sell to prisoners committed to the jail food, beverages, toiletries and such other items as may be approved by the sheriff or chief of police. 3. Proceeds from the operation of the commissary must be maintained in a separate account and any profits therefore must be expended only for the welfare and benefit of the prisoners in the jail."

In accordance with NRS 211.360, this report is being submitted to the Board of County Commissioners and is intended to inform the Board of the status of the Commissary Fund and the activities during the fiscal year 2025.

WCSO Commissary Fiscal Report

<u>Fiscal Year</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Profit / Loss</u>	<u>Balance</u>
25 Qtr 3	\$120,735	\$144,261	-\$23,526	*\$2,195,272

* Balance reflected is for activity in all bank accounts.

Revenue:

Commissary items are provided through contract services by an outside vendor, Trinity Services Group, Inc., which specializes in providing commissary services to custodial institutions. Revenue is generated from commissions received based on the total revenue received by the vendor. The commissary fund also receives revenue from commissions through the contract with the inmate phone system provider, Smart Communications. All revenue posted to the Commissary Fund is used to provide programs, equipment/services and training for inmates that would not otherwise be available.

Programs:

Funds generated from commissions are used to provide programs to inmates such as counseling and chaplain services. The counseling contract includes domestic violence, substance abuse, parenting and family classes and one-on-one transition planning. By offering vocational training and certification programs, offenders are more prepared for employment, are less likely to return to custody and provide valuable skills that transfer across fields. Under NRS 211, inmates completing their G.E.D. and/or 8 sessions of Substance Abuse are eligible to receive a 5-day early release from custody. This results in shorter jail days served which saves money in terms of costs to incarcerate individuals. In the Third quarter of FY 2025, 11 inmates received their HSE. The Substance Abuse Program had 0 inmates complete 8 sessions substance abuse course and 0 completed a 14-week anger management course. These programs saved a potential of 55 bed days and roughly \$8800.00

Detention staff have been working with the chaplain and program staff to offer more conventional and religious programs. A total of 1335 inmates participated in the various programs offered through the Detention Services Unit. Additionally, the chaplain program provides bibles, religious services, counseling, and literature to the inmate population.

Commissary funds provide equipment and services as outlined below for the benefit of the inmates.

Equipment/Services:

- Cable television and newspapers provided in all the housing units.
- Reading glasses provided to indigent inmates.
- Library books.
- Bus passes provided to indigent inmates at time of release.
- Bus tickets purchased through the Inmate Assistance Program to assist individuals who need to travel home out of area.

FISCAL IMPACT

No fiscal impact